



JOB OPPORTUNITY

Santa Maria | Santa Barbara | Carpinteria | Oxnard | Port Hueneme

Santa Maria Office Administrative Assistant, PT Job Description

BRIEF HISTORY

Future Leaders of America (FLA) began as a grassroots response to the lack of Latinx role models in Oxnard, California. For 40 years now, FLA has provided over 9,500+ low-income Latinx youth, and their families, with personal development, leadership development, educational experiences, and advocacy training in Ventura and Santa Barbara County. FLA has worked tirelessly to develop strong communities through youth leadership, advocacy, and creating positive role models. The organization is seeking positive role models who can continue the legacy of FLA leadership in the community.

FLA's MISSION

FLA develops youth resiliency and leadership to create long-lasting systemic change by empowering and mobilizing youth leaders to advocate for policies that improve their lives and the lives of their peers and their communities.

FLA's TARGET POPULATION

Future Leaders of America (FLA) is a community and critical resource dedicated to enhancing the cultural and educational experiences of Latino youth in the Central Coast. We believe that when the voices, experiences, and histories of Latino youth are recognized, the opportunity for self-development emerges and the foundation for critical thinking in leadership forms. FLA actively serves and welcomes all youth through a peer-to-peer leadership curriculum that is responsive to the diverse Latino experience in the Central Coast.

POSITION OVERVIEW

FLA Administration team is seeking a dynamic and knowledgeable Administrative Assistant to work 20-30 hours a week. Under the supervision of the Executive Affairs Manager, the Administrative Assistant will assist with maintaining a filing system, both electronic and physical. This position is responsible for performing a variety of specialized clerical work, and bookkeeping duties.

JOB REQUIREMENTS/QUALIFICATIONS

- At least 2 years experience in clerical work or other relevant work
- Able to set work priorities, manage responsibilities and time
- Ability to develop and carry out effective strategies for actions
- Maintain a variety of records and files
- Perform a variety of clerical activities
- Cultural awareness competency (first generation, Latino/a, Immigrant)
- Proficiency with Microsoft Word and Excel / Tech-savvy – has skills beyond basic computer literacy
- Able to work independently and as part of a team
- Ability to hold discretion for personal information disclosed through programming, discussions or personal relationships staff, youth, volunteers, community members and/or alumni
- Bilingual (English and Spanish) is preferred but not required

GENERAL

- Promote FLA's mission and goals, including articulating the mission and taking opportunities to advance its goals when appropriate

RESPONSIBILITIES

- Create a digital filing system and manage FLA's archive
- Coordinate staff meetings and support in onboarding
- Purchasing office supplies for each regional office

- Maintain monthly filing systems for the annual audit
- Support staff with general inquiries
- Work closely with the Executive Affairs Manager in supporting with monthly reconciliations
- Support annual fundraisers
- Collate and distribute mail
- Screening phone calls and routing callers to the appropriate party
- Other assigned duties

SCHEDULES

Our work schedules vary, primarily according to our programming schedule. Weekly work schedules are typically planned by you and your supervisor(s) up to a week in advance. Because we are a youth services organization, most of our programming occurs after school/work hours. It is important that you understand and anticipate that there may be times where your schedule will occasionally include working weekends, if necessary.

AT-WILL EMPLOYMENT

It is important to note that employment with FLA is based on mutual consent, and is considered employment-at-will. Accordingly, either you or FLA - with or without cause or advance notice - can terminate the employment relationship, at any time. Future Leaders of America, Inc. also has the right to change the terms and conditions of your employment with or without notice including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

OTHER REQUIREMENTS

Staff is expected to participate in fundraising events including Latino Legacy Awards and Alumni Reencuentro. Staff should also have a valid driver's license with insurance and dependable access to a car to drive for work. A background check is required prior to employment.

REPORTS TO: Executive Affairs Manager

STATUS: PART-TIME, NON-EXEMPT

COMPENSATION RANGE: \$24/HR

FLA offers a benefits package for our part-time employees including:

- Paid sick time
- Ongoing professional training in major gifts solicitation
- A commitment to work-life balance and a fun, self-driven, working environment

To apply, please email your resume and cover letter by February 16, 2024 to Quetzal Sanchez at:

jobs@futureleadersnow.org

Subject: FLA Administrative Assistant

Future Leaders of America, Inc. has a deep commitment to fostering equal opportunity in employment and encourages applications from individuals of diverse racial, ethnic, and cultural backgrounds and represents all genders, ages, beliefs, and identities.

